

The seal of James City County, Virginia, is circular. It features a sailing ship on the water, with the text "James City County" around the top and "Jamestown 1607" at the bottom. The number "204" is centered over the seal.

## UTILITY OPERATIONS SPECIALIST II

**DEPARTMENT:** James City Service Authority/Utility Operations/Wastewater Maintenance

### **NATURE OF WORK:**

Performs semiskilled work and manual labor in the operation, maintenance, and repair of the James City Service Authority's wastewater collection facilities. Works both under direct supervision of technicians and alone during various maintenance actions. May be assigned as lead person for semiskilled assignments.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Performs inspection of sewage pumping stations on assigned route. Records readings and calculates pump running times and performance parameters.

Performs both scheduled and unscheduled maintenance on pumps, motors, and generators. Participates in data gathering for predictive maintenance program, i.e vibration and temperature analysis.

Tests and monitors operation of pumps and motors. Starts and exercises generators; checks fluid levels and charging systems.

Initiates troubleshooting of facility equipment and communicates possible problems to technicians.

Assists in performing maintenance, repair, and modification to station motors, pumps, controls, and equipment.

Cleans dry wells and wet wells. Cleans grates, sweeps, and dusts.

Monitors GasTec when coworkers enter confined spaces.

Picks up necessary supplies and tools from warehouse or vendors as directed.

Responds to emergency calls at all hours.

Performs work safely in accordance with departmental safety procedures and the County Safety Program.

Operates equipment safely and reports any unsafe work condition or practice to supervisor.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed outdoors in all weather conditions at various lift stations and well facilities throughout the County. Duties are performed under disagreeable and sometimes hazardous conditions. Requires climbing up and down ladders into wells and manholes. Performs manual labor utilizing hand tools and other power operated equipment as required. Drives County vehicles to work sites.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of basic mechanical, plumbing, and electrical work.

Ability to follow written and oral instructions.

Ability to work in disagreeable conditions while performing strenuous physical labor.

Ability to work effectively as a team member and establish and maintain harmonious working relationships with coworkers and the public.

Ability to perform basic mathematical calculations.

**MINIMUM QUALIFICATIONS:**

Must prove proficiency in all related tasks including overall collection facility operation, safety related tasks, facility maintenance, both corrective and preventive, and all tasks deemed relevant by the career ladder. Must understand the Section's responsibility for facility maintenance in accordance with the JCSA's maintenance program.

Must have met all requirements of the JCSA career ladder strategies for this position.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.

Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices, i.e. respirators (both canister and airline types) and self-contained breathing apparatuses. The incumbent for this position will maintain their ability to fulfill all requirements of the JCSA's Respiratory Protection Program.

Date: April 2002

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Utility Operations Specialist II

Position

Number 204

Department JCSA

Division Utility Operations/Wastewater Maintenance

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others must have ability to convey technical meanings
- ☐ Not essential to job function

## 2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

## 3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse                         |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine   |
| <input checked="" type="checkbox"/> Use radio/console  | <input checked="" type="checkbox"/> Use hand tools   |
| <input checked="" type="checkbox"/> Use a calculator   | <input checked="" type="checkbox"/> Use power tools  |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>must be able to use delicate measuring equipment</u> |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function   |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
<b>Lift</b>						✓		✓	
<b>Push/Pull</b>						✓	✓		
<b>Hold/Carry</b>						✓		✓	

Manipulation done from: ☒ ground to waist    ☒ waist level    ☒ waist to shoulder    ☐ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift    ☐ Push/Pull    ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☐ Step stool
- ☒ 8' to 10' step ladder
- ☒ Extension ladder
- ☐ Other \_\_\_\_\_
- ☐ Not essential to job function

### Stairways

- ☐ 1 flight
- ☒ 2 flights
- ☐ 3 or more flights
- ☐ Other \_\_\_\_\_
- ☐ Not essential to job function

### Steps

- ☐ 1-2
- ☐ 2-3
- ☐ 3-4
- ☒ Other as many as 25
- ☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
<b>Stand</b>			✓					✓	
<b>Sit</b>		✓						✓	
<b>Walk</b>		✓						✓	
<b>Run</b>	✓						✓		

If walking or running, over what type of terrain? ☐ flat    ☐ rough    ☒ both

Not essential to job function: ☐ Stand    ☐ Sit    ☐ Walk    ☐ Run (Check all that apply)

#### 4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

##### Daily Amounts

- ☐ 0-5x      ☐ 5-20x      ☒ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### 5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

##### Daily Amounts

- ☐ 0-5x      ☐ 5-20x      ☒ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### 6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☒ Color perception (discriminate between colors)  
☒ Depth perception (determine distance relationship between objects)

#### ***VII. Driving:*** The ability to transfer or convey in a vehicle.

<u>Transmission</u>	<u>Standard</u>	<u>Automatic</u>	<u>Multi-Gears</u>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) <u>heavy constructions equipment</u>			